

# ***Division of Behavioral Health Services***

## ***Bureau of Compliance***

150 North 18<sup>th</sup> Avenue, Suite 260  
Phoenix, Arizona 85007  
(602) 364-4558  
(602) 364-4762 FAX  
Internet: [www.azdhs.gov](http://www.azdhs.gov)

JANET NAPOLITANO, GOVERNOR  
SUSAN GERARD, DIRECTOR

**TO:** RBHA and TRBHA CEOs and Clinical Leadership

**FROM:** Jennifer Vehonsky  
Acting Division Chief, Bureau of Compliance

**SUBJECT:** **POLICY CLARIFICATION: Use of Spanish Assessments and Service Plans**

**DATE:** July 31, 2006

This memorandum is intended to clarify the responsibilities of the Tribal and Regional Behavioral Health Authorities (T/RBHAs) and their providers in meeting the Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) requirements regarding the use of the Spanish Assessments and Service Plans.

### **Use of Spanish Assessments and Service Plans**

Provider Manual Section 3.9, Intake, Assessment and Service Planning, and Arizona Administrative Code (A.A.C.) R9-20-209 require that the behavioral health recipient be included in the development of the Assessment and Service Plan. For persons with a serious mental illness, A.A.C. R9-21-305 requires that copies of the Assessment and Service Plan be provided to the client, the designated representative, if any, the guardian, and all service providers identified by the case manager or T/RBHA as providing services to the recipient. Therefore, the recipient must be provided a copy of their Assessment and Service Plan in Spanish, if requested.

If a recipient's primary language is Spanish and he/she requests that the Assessment and Service Plan be provided in Spanish, that request must be accommodated. When the Spanish Assessment and Service Plan are utilized, they must be translated into English and both versions must be maintained in the recipient's record. This will ensure that any non-Spanish speaking persons who must review the recipient's record for purposes such as coordination of care, emergency services, and auditing and data validation have an English version available. Maintaining an English and Spanish version in the recipient's record will also ensure continuity of care.